



Instructor Application Packet

Phase I, Part II

Screening Worksheet

Instructions: The rater will evaluate the applicant's credentials on the criteria listed. When you finish rating the applicant, indicate whether the applicant met the initial eligibility criteria and should be scheduled for an interview. Use the back of this page for notes regarding the screening.

Applicant's Name:			
	YES	NO	N/A
Enlisted Record Brief (ERB)			
• Has completed the course for which applicant is applying to instruct			
• Rank is appropriate for the courses that will be taught			
• Has had appropriate assignments similar to the rank and military occupational specialty(ies) of the Soldiers he/she will teach			
Last three Noncommissioned Officer Evaluation Reports (NCOER)			
• Demonstrated moral character, values, professionalism consistent with the NCO creed			
• Demonstrated technical expertise			
• Demonstrated the ability to lead and care for Soldiers			
• Demonstrated commitment to developing Soldiers			
Service School Academic Evaluation Report			
• Exceeded or achieved course standards			
• Evaluated abilities were rated Superior or SAT			
• Comments demonstrated professional excellence or potential to serve as an instructor			
Letter of Intent			
• Shows motivation/enthusiasm for teaching			
• Communicates effectively			
• Appears to be original writing			
Letter of Recommendation			
• Good character reference			
• Regarded as an excellent candidate for instructor position			
• Cites positive observations of applicant conducting training and developing Soldiers			
Applicant is already qualified as an instructor			
• Meets the standards of initial eligibility			
• Does not meet the standards of initial eligibility			
Recommendation			
• The applicant is qualified and should be scheduled for an interview			
• The applicant is unqualified			

NCOA Rater: _____ Date: _____

Phone: _____ E-Mail: _____